



## **Llanfrynach Community Council – Terms of Reference for a Human Resources Committee**

February 2019

**Purpose.** The purpose of the human resources committee is to advise the community council on all matters concerning their employees.

**Delegation of function.** The committee shall have advisory powers, no other functions will be delegated.

**Membership.** Membership for the year will be drawn from the Community Council and will be assigned before the annual meeting of the human resources committee in May.

**Quorum.** For a decision to be valid a minimum of three members must record a vote or abstention.

**Chairman.** The Chairman will be elected for the year at the annual meeting of the human resources committee in May.

**Reporting.** The advice of the Human Resources Committee to the Community Council will be published in the minutes, to be approved at the next meeting of the Community Council.

**Review.** These terms of reference are to be review after local government elections.